



John Q. Cannon
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STATE OF UTAH
invites applications for the position of:
ADMINISTRATIVE ASSISTANT, Job #19346

PHYSICAL ADDRESS: Utah State Legislature
Office of Legislative Research and General Counsel
W210 House Building, State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Friday, March 22, 2019

CLOSING DATE: Sunday, March 31, 2019, 11:59 pm

JOB DESCRIPTION:

The Office of Legislative Research & General Counsel is a nonpartisan office serving the Utah Legislature. Administrative Assistants perform a wide variety of administrative and clerical tasks for analysts, attorneys, legal research, and bill & data management teams. This role also includes staffing legislative committee meetings, participating in work groups, and proofreading legislation.

EXAMPLE OF DUTIES:

- Providing administrative and clerical support to assigned legislative staff teams, including mailing, scanning, faxing, copying, compiling electronic documents, and maintaining and organizing written and electronic files
- Answering telephones, responding to emails, managing calendars and contacts, and scheduling meetings
- Formatting documents, including letters, legal or policy briefs, memorandum, PowerPoint presentations, and Excel spreadsheets
- Communicating meeting and general office information to legislative staff, legislators, and the public
- Assisting with legislative meeting logistics, including posting meeting notices and agendas, organizing and distributing meeting documents, reserving meeting space, and communicating meeting information to attendees
- Attending legislative meetings and preparing meeting minutes or notes
- Proofreading documents for proper format, accuracy, and style
- Assisting legislative staff with data entry and research

Ideal Candidate:

- Ability to proofread documents for grammar, punctuation, and typographical errors
- Superior organization skills
- Flexible and adaptable
- Exceptional attention to detail
- Excellent verbal and written communication skills
- High degree of professionalism in representing the office to legislators and the public

- Comfortable working in a fast-paced environment
- Ability to solve problems
- Sensitivity to confidential information

Minimum qualifications:

- Proficient with computers and software applications, including Microsoft Outlook, Word, PowerPoint, Excel, and Adobe Acrobat Pro
- Working level administrative/clerical experience in a professional office setting
- Exceptional communication and proofreading skills, which will be tested during the interview process
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year
- Must be non-partisan

Preference may be given for:

- Associate degree or combination of related certifications and experience

SALARY: \$14.00-\$19.00 per hour, plus comprehensive medical, dental, leave, and retirement benefits

APPLICATION INSTRUCTIONS: Send a cover letter, resume, and 3 references to:
Debbie Cragun
HR Administrator
hr@le.utah.gov

ADDITIONAL JOB OPPORTUNITIES:

The office is also advertising for an Office Assistant, Job #19347. These two positions are different in job purpose and tasks, as well as qualifications and salary, so please review both job announcements carefully. If you are interested in applying for both positions, you must either submit 2 applications or clearly indicate in the body of your email that your application is intended for both. Failure to provide clarity may disqualify you from being considered.

Applicants who apply for this position may be considered for similar future vacancies in any of the offices of the Utah Legislature for the next six months.

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with

the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Debbie Cragun at 801-326-1600.

Veteran's Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.